



Guideline for Preparing the Course Files

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King Khalid University
College of Pharmacy



Guideline for Preparing the Course Files

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1. Introduction:

College of Pharmacy at King Khalid University has adopted a list of course files (refers to the check list) which needs to be completed throughout the semester by all course coordinators and submit to the Quality Assurance unit at the end of each semester within the set deadlines.

Lists of course (Table 1) files along with the general instructions are given below:

SL	Document Name	Deadline	Version of file/template to be submitted
1	Course syllabus	Beginning of the semester	PDF-2022 template
2	Rubrics of CLOs Assessment (DMA analysis report)	Along with the continuous assessment	Excel file- version-3-2022
4	Course Report	End of semester	PDF in 2020 template
5	Field experience report	End of semester	PDF in 2020 template
6	Student Grades and Statistical Analysis Reports (SGSAR)	End of semester	Excel file- version-3.0-2022
7	Final results report	End of semester	PDF from academia

2. Course Syllabus (CS): Each course instructor should fill-up an official template with the appropriate information and upload in the Blackboard after getting approval by the HOD (Head of department) within the set deadlines.

General instructions:

- Open the course syllabus file (PDF) using Acrobat reader or Adobe reader application in Google Chrome platform.

- Regarding the time and locations, in each campus (Al Guraiger& Al Faraa) need to mention the section numbers and time accordingly.
 - After filling-up this file, safe it as non-editable file by opening the printing settings (CTL+P), change the option to **Save as PDF** and save it with an appropriate name.
- 3. Rubrics of CLOs Assessment (DMA analysis V-3.0-2022):** The widely used Microsoft Excel has been used in measuring student’s performance through all the approved direct method of assessments of different courses indicated in the specific course specification (CS) of Pharm D program. The information below explains the procedures for obtaining the student’s performance quantitatively:
- All course co-coordinators should fill up the general information, set target value of different domains, stratified of the analysis (specially for Sem 441, None has been selected , for sem 442 (both campus Al Greigor and Al Faraa will be selected) in the first table of Summary sheet. Then a matrix table called blueprint containing limit of different course learning outcomes (CLOs) VS assessment methods needs to be filled up using allocated marks of different assessments. However, the mapping with PLOs (Program Learning Outcomes) vs adopted CLOs according to the Pharm D (3 domains) PLOs are already linked. See the below screen shot the of DMA excel sheet.

King Khalid University - College of Pharmacy																		
Program	Doctor of Pharmacy (PharmD)			Year	1444 (2022/23)			Target (domain 1)	80%									
Department	Pharmacology			Term	First			Target (domain 2)	80%									
Course code	PHL-333			Students				Target (domain 3)	85%									
Course title	Pharmacology II			Coordinator				Target (domain 4)	-									
Campus	Alfaraa							Target (domain 5)	-									
Stratification of the analysis																		
Stratified By	None																	
Campus 1	NA	Section #s 1	1111, 2222															
Campus 2	NA	Section #s 2	3333, 4444															
Assessment Method	Marks per assessment	Course Learning Outcomes (CLOs)																
		1.1	1.2	2.1	2.2	2.3	2.4	2.5	3.1	3.2
Assignment 1	0.0
Assignment 2	0.0
Mid MCQ exam	0.0
Mid SA exam	0.0
Final exam	0.0
% of mark/CLO	0.0
% of achievement per CLO																		
Stratified By	Total	1	1	2	2	2	3	3	3									
Campus	Alfaraa
---	NA
Combined	NA
Aligned PLO		K1	K3	S1	S6	S5	S5	S2	V2	V3								

- All course co-coordinators should fill up the **Top table** (Marks and CLO distribution for each question) of Mid Exam (T) sheet, with each question numbers, corresponding CLOs adopted for the exam. After finishing the exams (for example Mid T- MCQ) and scanning the OMR (Optical Mark Reader) answer sheets for all models by the automatic scanner- AlMosaheh version 10. The scanner operator will send all results generated along with **Item analysis** file in excel sheet. Then copy the percentage (%) of students with correct answers for each question/CLO for each model and paste in the **Mid Table** (Percentage of students with correct answers for each question (extracted directly from item analysis) in Mid Exam (T) sheet in the specified place representing different models. For sem 441 only selected one campus as AlFaraa and for sem 442 both campuses Al Greigor and Al faraa will be selected sepertaley. Then average achievement for each questions/CLOs will be calculated automatically by the in-house developed excel sheet with special commands. Subsequently the final achievements (%) for all adopted CLOs for the specific course will be shown in the table (bottom). Please see the screen shot of the 2nd page of DMA excel sheet.

Marks and CLO distribution for each question																					
Item	Total	Q 01	Q 02	Q 03	Q 04	Q 05	Q 06	Q 07	Q 08	Q 09	Q 10	Q 11	Q 12	Q 13	Q 14	Q 15	Q 16	Q 17	Q 18	Q 19	Q 20
Marks	0.00																				
CLO/q's	0																				
Percentage of students with correct answers for each question (extracted directly from item analysis)																					
Campus	Alfaraa																				
Model	student	Q 01	Q 02	Q 03	Q 04	Q 05	Q 06	Q 07	Q 08	Q 09	Q 10	Q 11	Q 12	Q 13	Q 14	Q 15	Q 16	Q 17	Q 18	Q 19	Q 20
Model A																					
Model B																					
Model C																					
Model D																					
Total	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
---	NA																				
Model	student	Q 01	Q 02	Q 03	Q 04	Q 05	Q 06	Q 07	Q 08	Q 09	Q 10	Q 11	Q 12	Q 13	Q 14	Q 15	Q 16	Q 17	Q 18	Q 19	Q 20
Model A																					
Model B																					
Model C																					
Model D																					
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Combined	NA																				
Total	Total NA	Q 01	Q 02	Q 03	Q 04	Q 05	Q 06	Q 07	Q 08	Q 09	Q 10	Q 11	Q 12	Q 13	Q 14	Q 15	Q 16	Q 17	Q 18	Q 19	Q 20
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CLOs																					
Course title	PHL-333																				
Course code	Pharmacology II																				
CLOs	Overall	1.1	1.2	2.1	2.2	2.3	2.4	2.5	3.1	3.2											
Marks per CLO	I																				
Alfaraa																					

- Repeat **step 2** for all adopted THEORY MCQs assessments such as Quiz, midterm, and final.
- For the NON-MCQs type assessments such as laboratory exams, short answers, assignments etc use the provided **excel sheet for Non – MCQs type assessments**. Course instructors just need to enter the scores of whatever the numbers of students they do have in their specific courses and get the overall percentage (%) of student’s achievements for each CLO and paste them in the main DMA sheet.
- Finally on page **CR table**, all achievement will show as per the **PLOs and course coordinator** need to explain the achievement and recommendations if the achievement is below the **pre-set target value** as well as need to revise the course/teaching content/materials to achieve the target value. Please see the screen shot of the CR Table of DMA excel sheet.

Course Learning Outcomes (CLOs)	PLOs Code	Assessment Methods	Assessment Results		Comment on Assessment Results
			Target Level/ Criterion for Success	Actual Level	
1.1	K1	#VALUE!	80%	.	
1.2	K3	#VALUE!	80%	.	
2.1	S1	#VALUE!	80%	.	
2.2	S6	#VALUE!	80%	.	
2.3	S5	#VALUE!	80%	.	
2.4	S5	#VALUE!	80%	.	
2.5	S2	#VALUE!	80%	.	
3.1	V2	#VALUE!	85%	.	
3.2	V3	#VALUE!	85%	.	

4. Course Report (CR): After completion of the final examinations each course coordinator should fill- up the course report with appropriate information and prepare only one (combined) course report. Each course coordinator should submit/upload it in the provided [Google drive link](#) above after reviewing by the departmental quality representatives as well as inter departmental representatives.

General instructions:

After filling-up the cover page with the detailed information (e.g. course name-with course code, academic year, and semester, etc....), each course coordinator should complete the course report based on the Annexure 1 (workshop instruction).

5. Field Experience Report: After completion of the field teaching, course coordinator should fill-up the field experience report (FER) form with appropriate information and make it ready for QA submission/ uploading it in the provided [Google drive link](#) above after reviewing by the departmental representative.

6. Student Grades and Statistical Analysis Reports (SGSAR):

The Microsoft Excel program has been used in calculating the student's grades and generating the statistical analysis reports for all courses (Pharm D). Note that this statistical analysis report needs to be completed and submit along with other required

documentations before going to get the *final results approval* from the Head of Department (HOD) and subsequently from the Vice Dean for Academic Affairs and Development (VDAD). The information below explains the procedures for obtaining the student's grade and statistical reports:

Regarding the Excel TAB called Sections:

- All course coordinators should fill-up the general information such as name of dept, Course code etc...in the first table in FIRST EXEL TAB called Section 1. Note that no one should touch the middle graphical and statistical part of the excel spreadsheet in same section as it will come up automatically.
- In the last table is known as **continuous assessment** table what needs to be filled up mentioning assessment types based on the course by course coordinator with the assistance of course section's instructor. Note that if you have only one assignment in your course, you need to deactivate other column (such as assignment 2) using a commend "." in all the cells (full column) and then put the assignment mark accordingly.
- SECOND EXEL TAB called Section 2, only needs to fill-up the information of section no, course instructor and campus. All other information will be appeared automatically from the previous sheet. Then follow the steps based on the above. This is way course coordinator will complete all the sections based of the course.
- EXCEL TAB called CURVED GRADES, if there is necessary to fit the curved grades, then it needs to be discussed in the department meeting and decide if it (fitting the curved grades) is approved or not. For an example if it is decided that pass mark would be lowered from 60 to 59 then the value 59 need to put in the cell instead of 60 and the graph (grades vs students results) will change automatically. It should be recorded officially.

Regarding the Excel TAB called Stat Per Section and so on:

- Based on the as usual practice, course instructors and course coordinators were in need to do statically analysis manually but with this excel sheet all data such as mean,

std, Skewness etc.. will appear automatically and the course coordinator just needs to print it straight away by pressing the CTL+P for all sections.

- Similarly, all statistical data will appear as COMBINED for the course in next EXCEL TAB called combined stat for all sections.

- Course coordinator just needs to write the recommendations based on the results.

In Stat Tests Excel TAB, it has two parts: activation the data analysis feature of the excel sheet and performing the analysis if you have more than 3 sections or less the 3 section of your course.

7. **Final Results Report:** After completing the final excel results sheet (FERS), all grades needs to be recorded/entered in the academia (<https://registration.kku.edu.sa/kku/ui/staff/homeIndex.faces>), **save but NOT fix it** and print the PDF copy . Signed and verified by the instructors and submit to HOD with other required documents for approval and subsequent Vice Dean for Academic Affairs (VDAA).

8. **Course File Review by Quality Assurance Unit:** All the documents defined in the course files are reviewed (dept QA committee & another dept QA committee members) periodically (semester wise) by the college quality assurance unit that is an important aspect for quality assurance at the course and program level. Course instructors are involved in reviewing the various aspects such as lecture notes, lab manuals etc while quality assurance representatives will be involved in reviewing the NCAAA documents like course specifications, course reports, CLO assessment, course syllabus, students grade and statistical reports, and academia file. The following flowchart shows the reviewing and approval process of course files.

